

Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes May 11, 2022

**Physical Location Component at Board of Commissioners Room,
2nd Floor, Van Buren County Administration Building,
219 E Paw Paw Street, Paw Paw MI 49079**

Remote Component Host: Wayne Nelson, Secretary-Treasurer at the meeting site

Note for the Record—This meeting was held at the stated physical location, with an additional online remote component using Zoom remote meeting software. The meeting notice and tentative agenda, including the Zoom Meeting ID Number and login instructions, were properly and timely posted on the county's website to allow public participation. Each Board Member who attended remotely announced upon the start of the meeting or upon subsequent arrival his/her specific remote location (municipality/county/state) and, if attending remotely when a reasonable accommodation to attend remotely under the Americans With Disabilities Act was granted to any Board Member, is accorded quorum and voting status for the meeting. For this meeting, all Members shown as "Attended remotely" are accorded quorum/voting status.

| Board Member Attendance Report--Brownfield Redevelopment Authority Board | | | | | | | | | |
|--|------------|--------------------------|--------------------------|--------|------------------|---------|---------|----------|---------|
| Name | Position | Attendance/Quorum Status | Declared Remote Location | | | Present | Present | + Late | - Early |
| | | | Municipality | County | State | Anytime | @ Start | Arrivals | Departs |
| Gail Patterson-Gladney | Chair | Attended physically | | | | Yes | Yes | | |
| Lisa Phillips | Vice Chair | Attended physically | | | | Yes | Yes | | |
| Cynthia Compton | Member | Attended physically | | | | Yes | Yes | | |
| Kate Hosier | Member | Attended physically | | | | Yes | Yes | | |
| Katie Strohauer | Member | Attended physically | | | | Yes | No | 3:58 PM | |
| Zach Morris | Member | Attended physically | | | | Yes | Yes | | 4:00 PM |
| Dr. Patrick Creagan | Member | Attended physically | | | | Yes | Yes | | |
| John Young | Member | Attended physically | | | | Yes | Yes | | |
| Lisa Imus | Member | Attended physically | | | | Yes | Yes | | |
| | | | | | Count: | 9 | 8 | 1 | -1 |
| | | | | | Members Present: | | 8 of 9 | 9 of 9 | 8 of 9 |
| | | | | | Quorum (Yes/No): | | Yes | Yes | Yes |

1. Call to Order and Determination of Quorum and Attendees

At 3:38 PM, by Chair Gail Patterson-Gladney with attendees/absentees/remote locations/quorum status as stated above and as follows:

- a. **Board Members Present (9); Board Members Absent (0); Board Vacancies: (0).** A quorum (8 of 9) is initially present and a quorum remained throughout the meeting.
- b. **Staff and Others Present:** Secretary-Treasurer Wayne Nelson; Consultant Erik Peterson from Envirologic Technologies Inc.; Emily Hickmott Van Buren Conservation District Deputy Administrator; Mary Hosley, member of the public; Rachel Golata, EGLE Liaison to VBC (attended remotely although connection success is uncertain).

2. Approval of Agenda--The prepared agenda was adopted by unanimous consent.

3. Approval of Minutes of Regular Meeting held April 13, 2022--The draft minutes of the meeting were included in the agenda packet. Motion by Hosier, supported by Morris, to approve the minutes as drafted. Approved by a vote of 8-0.

4. Public Comment—none

5. Secretary-Treasurer's Report—

- a. Nelson presented a written report with oral enhancements.
- b. There were no invoices for approval.
- c. Motion by Imus, supported by Young, to reconfirm the 2021 Captured Taxes report as presented in this report and corrected from the original report approved at the April 2022 meeting. Approved by a vote of 8-0.

6. Other Correspondence—Housing reservations are now available for the National Brownfields Conference to be held in Oklahoma City of August 16-19.

7. New Business—

- a. **Project Application for Sonas Real Estate Holdings LLC**—Erik Peterson announced that this project application was delayed due to COVID and still needs formal support of the City of Bangor's LDFA and City Commission.
- b. **EPA Grant Closeout Activities.**—Erik Peterson and Wayne Nelson indicated they completed the EPA Grant closeout activities and final report, and now await any EPA requests for clarification or other closeout processes. The grant term ended 12/21/2021.
- c. **Blue Fin Condominium LLC Brownfield Plan**—Wayne Nelson and Lisa Phillips received an email just prior to this meeting requesting an extension to the reimbursement schedule for this plan as the developer is apparently still working to redevelop the property. Phillips and Nelson will collaborate to establish what steps can or should be taken on the matter.

8. Ongoing Business—EPA Grant/Brownfield Plan Project Updates—Consultant Erik Peterson made comments on EPA Grant and Brownfield Plan projects as follows:

- a. **The Lodge Reimbursement Agreement**—We have received a signed Reimbursement Agreement from the owners of The Lodge for use in the cost reimbursement phase of the Brownfield Plan.
- b. **101 Cemetery Rd, Bangor**—Erik Peterson conversed with Simona Silaghi regarding additional post-grant work for this site.

Member arrives—Katie Strohauer arrives at 3:58 PM; a quorum, now 9 of 9, remains.

Member departs—Zach Morris departs at 4:00 PM; a quorum, now 8 of 9, remains.

9. Other Business/Reports

- a. **Land Bank Authority Report**—Compton, Imus, and Morris attended today's VBCLBA meeting. Compton asked if there are any examples of formal agreements between a BRA and an LBA. Peterson replied that there does not yet appear to be any such draft agreements, but that his firm is involved in several working arrangements around Michigan between BRA's and LBA's which could lead to such a model agreement.
- b. **Economic Development Corporation and Other Economic Development Report**—No report.
- c. **General Member Comments**—None

10. Adjournment—Motion by Hosier, supported by Imus, to adjourn. Approved by a vote of 8-0. All business being completed, the meeting was adjourned by the Chair at 4:01 PM.



Wayne Nelson, Secretary-Treasurer

Van Buren County Brownfield Redevelopment Authority

Acronyms used in BRA Minutes:

| Acronym | Type | Meaning |
|---------------|--------------------|---|
| BRA or VBCBRA | Agency | Van Buren County Brownfield Redevelopment Authority |
| EPA | Agency | U. S. Environmental Protection Agency |
| EGL | Agency | Michigan Department of the Environment, Great Lakes, and Energy |
| MEDC | Agency | Michigan Economic Development Corporation |
| SLBA | Agency | Michigan State Land Bank Authority |
| VBCLBA or LBA | Agency | Van Buren County Land Bank Authority |
| VBC | Agency | Van Buren County |
| VBCBOC or BOC | Agency | Van Buren County Board of Commissioners |
| VBCEDC or EDC | Agency | Van Buren County Economic Development Corporation |
| BEA | Environmental Term | Baseline Environmental Assessment |
| DDCC | Environmental Term | Documentation of Due Care Compliance |
| ESA | Environmental Term | Environmental Site Assessment (as in Phase II ESA) |
| QAPP | Environmental Term | Quality Assurance Project Plan |
| ETI | Company | Envirologic Technologies Inc, the EPA Grant contractor |
| BP | Brownfield Term | Brownfield Plan |
| LBRF | Brownfield Term | Local Brownfield Revolving Fund |
| ED | General Term | Economic development |
| SEV | Property Tax Term | State Equalized Value-should approximate 50% market value |
| TV | Property Tax Term | Taxable Value-the value for property tax rate billing |

Van Buren County Brownfield Redevelopment Authority--2021 Captured Taxes Report

| 2021 Taxes Captured Summary | | | | | | | | | | | |
|-----------------------------------|-----------------|------------------|------------------|--|------------------|------------------|------------------|--|------------------|------------------|------------------|
| Project | School Tax | School Tax | School Tax | | Non-School Tax | Non-School Tax | Non-School Tax | | All Taxes | All Taxes | Total |
| | Summer | Winter | Total | | Summer | Winter | Total | | Summer | Winter | Capture |
| Blue Fin-Keeler Township | - | - | - | | 37.11 | 105.16 | 142.27 | | 37.11 | 105.16 | 142.27 |
| Hometown Properties-Bangor City | 994.48 | 2,983.44 | 3,977.92 | | 3,761.82 | 3,007.49 | 6,769.31 | | 4,756.30 | 5,990.93 | 10,747.23 |
| Hometown Properties-Gobles | - | - | - | | 2,180.30 | 1,130.18 | 3,310.48 | | 2,180.30 | 1,130.18 | 3,310.48 |
| Paw Paw Brewing-Paw Paw Village | 1,232.90 | 3,685.93 | 4,918.83 | | 4,388.25 | 3,408.08 | 7,796.33 | | 5,621.15 | 7,094.01 | 12,715.16 |
| Village Pharmacy--Paw Paw Village | - | - | - | | 3,496.30 | 2,715.33 | 6,211.63 | | 3,496.30 | 2,715.33 | 6,211.63 |
| Midwest V--Paw Paw Village | 1,884.48 | 5,633.90 | 7,518.38 | | 6,161.67 | 4,785.47 | 10,947.14 | | 8,046.15 | 10,419.37 | 18,465.52 |
| Total Taxes Captured | 4,111.86 | 12,303.27 | 16,415.13 | | 20,025.45 | 15,151.71 | 35,177.16 | | 24,137.31 | 27,454.98 | 51,592.29 |

| 2021 Captured Taxes Distribution Summary | | | | | | | | | | |
|--|-------------------|-------------------------|--------------------------------|------------|----------------------|---------------------|--------------|----------------------|-----------|---------------------------|
| Project | Distributions To: | | | | | | | | | Admin Fee Calculation |
| | Owner / Developer | MEDC / SBRF for 50% SET | Escrow to Distribute in Future | EGLE Loans | LBRF Loans Principal | LBRF Loans Interest | LBRF Capture | VBCBRA Admin Charges | Total | |
| Blue Fin—Keeler Township | 135.16 | - | - | - | - | - | - | 7.11 | 142.27 | 5% of capture |
| Hometown Properties-Bangor City | 10,070.30 | - | - | - | - | - | - | 676.93 | 10,747.23 | 10% of non-school capture |
| Hometown Properties-Gobles | 2,979.43 | - | - | - | - | - | - | 331.05 | 3,310.48 | 10% of capture |
| Paw Paw Brewing-Paw Paw Village | 7,500.00 | 616.00 | 3,899.16 | - | - | - | - | 700.00 | 12,715.16 | \$700 per year |
| Village Pharmacy--Paw Paw Village | 5,461.63 | - | - | - | - | - | - | 750.00 | 6,211.63 | \$750 per year |
| Midwest V--Paw Paw Village | - | 942.00 | - | 16,428.81 | - | - | - | 1,094.71 | 18,465.52 | 10% of non-school capture |
| Totals | 26,146.52 | 1,558.00 | 3,899.16 | 16,428.81 | - | - | - | 3,559.80 | 51,592.29 | |
| | | | | | | | | | | |

| 2021 Captured Taxes Distribution Limit Analysis | | | | | | | | | | | |
|---|--------------------------------------|-------------------------------|-------------------------------------|---|--|---|--|------------------------------------|---|--|--|
| Project | Total Capture All Years | Less Disbursed in Prior Years | Available for Current Disbursal | Approved Eligible Costs | Elig Costs Disbursed in Prior Years | Elig Costs Distributable | Eligible Costs to Distribute | VBCBRA Admin Charges | LBRF Capture | Total Allowable for | Amount for 2021 Disbursal |
| Blue Fin—Keeler Township | 1,985.87 | 1,843.60 | 142.27 | 38,819.50 | 1,751.42 | 37,068.08 | 135.16 | 7.11 | - | 42,701.45 | 142.27 |
| Hometown Properties-Bangor City | 108,642.84 | 97,895.61 | 10,747.23 | 105,777.95 | 92,064.87 | 13,713.08 | 10,070.30 | 676.93 | - | 161,777.95 | 10,747.23 |
| Hometown Properties-Gobles | 24,306.55 | 20,996.07 | 3,310.48 | 108,092.40 | 18,896.47 | 89,195.93 | 2,979.43 | 331.05 | - | 128,092.40 | 3,310.48 |
| Paw Paw Brewing-Paw Paw Village | 17,799.89 | 5,084.73 | 12,715.16 | 81,332.44 | 4,871.96 | 76,460.48 | 12,015.16 | 700.00 | - | 173,832.44 | 12,715.16 |
| Village Pharmacy--Paw Paw Village | 22,587.67 | 16,376.04 | 6,211.63 | 65,724.00 | 13,840.87 | 51,883.13 | 5,461.63 | 750.00 | - | 106,724.00 | 6,211.63 |
| Midwest V--Paw Paw Village | 51,303.47 | 32,837.95 | 18,465.52 | 114,930.98 | 32,837.95 | 82,093.03 | 17,370.81 | 1,094.71 | - | 222,930.98 | 18,465.52 |
| Totals | 226,626.29 | 175,034.00 | 51,592.29 | 514,677.27 | 164,263.54 | 350,413.73 | 48,032.49 | 3,559.80 | - | 836,059.22 | 51,592.29 |
| More detailed explanation of each column | Taxes captured for all years to date | Disbursed in prior years | Taxes captured for the current year | All approved eligible costs for the project | Approved eligible costs disbursed in prior years | Approved eligible costs not yet disbursed | This year's eligible costs to distribute | VBCBRA Admin charges to distribute | Some plans allow capture for the LBRF. Amounts to distribute this year. | Total Project eligible costs plus Admin and LBRF Capture | Total capture distribution for this year |